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City of Dover, New Hampshire

WATER AND SEWER BILLING

☐ CHANGE OF MAILING ADDRESS

☐ ADD OR REMOVE TENANT

LOCATION: _____

SID: _____

OWNERS NAME: _____

PHONE: _____

TENANT NAME: _____

DETAILS: _____

OWNER'S SIGNATURE _____

DATE _____

TENANT'S SIGNATURE _____

DATE _____

OFFICE USE ONLY

COPY OF PASSPORT RECEIVED ☐

OR

COPY OF LICENSE RECEIVED ☐

DATE RECEIVED: _____

DATE RECEIVED: _____

EMPLOYEE NAME PRINTED _____

EMPLOYEE SIGNATURE _____

MAILING ADDRESS CHANGE: A copy of the owner's license or passport is required to make any changes to their mailing address. A copy of the owner's license or passport is required so that the Water & Sewer Billing Office employee is able to verify the owner's signature on this form. **ADDING A TENANT:** We require something in writing from the owner to add a tenant to an account. A copy of the tenant's license or passport is required to verify their signature as being the person responsible for the water & sewer bill. This form may be mailed or faxed, however the copy of the owner's license or passport will need to be mailed as a fax copy is not legible. Phone #: 603-516-6028 ~ Fax #: 603-516-6097.